

**JAWAHARLAL NEHRU UNIVERSITY
CENTRAL LIBRARY**

September 09, 2015

TENDER FOR EVENT MANAGEMENT SERVICES

TENDER NOTICE

Sealed Tender/quotation(s) are invited from eligible and qualified bidder under two bid systems (**technical bid and financial bid separately**) for Event Management Services for the *ETD 2015*: 18th International Symposium on Electronic Theses and Dissertations to be held in Jawaharlal Nehru University, New Delhi, India in collaboration with Networked Digital Library of Theses and Dissertations (NDLTD.ORG), USA and INFLIBNET Centre, Ahmadabad, India to be held during 4th - 6th November 2015.

Besides the Inaugural and Valedictory Functions, the parallel sessions, discussions will be held **during 4th to 6th November 2015** wherein high dignitaries will preside over and participants/delegates will include various stockholders, senior academic professionals around the world.

Bids in two separate sealed envelopes super scribing “**Technical Bid**” and “**Financial Bid**” may be submitted in a single envelop super scribing “**Tender for Event Management and Conference Signage for ETD 2015**”.

(A) Scope of Work

1. Providing and installing audio and visual equipment: mike system, face mike and collar mike and spare face mikes, LCD projectors, screens, lap tops, audio-video recording of the proceedings along with requisite technical manpower. This will be as per the quantity specified.
2. Making layout plan and providing exhibition stalls etc. of the identified size;
3. Making layout plan and providing registration and inquiry counters of the requisite size.
4. Design and supply of Banners, guides, signage, badges,
5. Supply of water arrangement for delegates, garbage collector, flower Bouquets.
6. Stage Preparations
7. Photographers and Video recordings. (Optional)
8. Photocopying facilities (Optional).
9. Printing of Souvenir/ Programme Brochure
 - *Specification for Souvenir
 - a) Height & width = 9.5”x 7.25”
 - b) Cover page 4 colour, 4 pages in 300GSM, Art paper with Matt Finishing.
 - c) Text 80GSM Black & White approx 80-100 pages
 - d) Binding: Perfect Glue Binding (Digital)

10. Conference Proceedings (Optional):

- a) Publication of 200 printed copies containing approx 50-60 conference papers with pages ranging in between 450-500 in English Language.
- b) Paper to print text matter-70GSM
- c) Size: Crown Quarto (9.5"x 7.25")
- d) Format- Paper back format
- e) Colour- Cover page in Four Colour and Inside Text Printing in one Colour (Black and White).
- f) The Publisher/firm/bidder will do the Language editing, Composition, Proofing, and all Printing and Binding Work.
- g) The publisher/firm/bidder will also provide 500 CD with electronic copies in face designed to match the book's cover, having sponsor logos and a hard case to protect the CD with a cover jacket.

11. Manpower for the Conference Organization

12. Cultural Event (optional)

13. Other items relating to Conference organization

(B) Eligibility (To form part of the technical bid)

1. The bidder/ firm should be well established Professional Event Managers and must have organised /participated in minimum five (05) international events in reputed Govt. Institutions (documentary proof should be attached)
2. The bidder/ firm must have at least 10 regular and experienced manpower including the qualified and experienced supervisor to handle the event. (documentary proof should be attached)
3. The bidder/ firm must submit the samples of the items quoted wherever possible.

(C) TERMS AND CONDITIONS (UNDER TWO BID SYSTEM)**I. Instructions to the Bidder:**

1. **Tender EMD:** The Tender Document Fee (**INR 1000**) and EMD (**INR 20,000**) are required to be submitted in the form of separate Demand Drafts, drawn in favour of **The Finance Officer, JNU and payable at New Delhi**. The tender fee is non refundable.
2. **Last Date & Time for submission of Tender Documents:**
23.09.2015 at 3.00 p.m. and opening of tender on the same day at 3.30 p.m.
3. **Submission of tender Document:** Tender/quotation (separately for technical bid and price bid) must be submitted in sealed cover super-scribing thereon bidder's name, Notification No. and name of the subject matter, along with tender document fee and EMD by Speed Post/Registered post/courier service addressed to Section

Officer, Central Library, Jawaharlal Nehru University, Delhi-110067, India positively before the tender bid closing time. Any tender submitted without tender document fee will not be accepted.

4. **Quoting the Core price & Tax, Duties, Discount etc.:** The taxes / duties / discounts, if applicable, are to be explicitly and separately shown in the bid. The firm will be selected based on the lowest price for each item for which they have been succeeded as L1.
5. **The validity of the Quotation:** The validity of the quotation should be for at least 60 days from the closing date of the bid.
6. **Bids:** The bids will not be considered if received after the closing date and time. The offers received through telex/ fax /e-mail will not be accepted by the University under any circumstances. Any offer containing incorrect and incomplete information shall be liable for rejection.
7. **In case of Postal loss:** The University shall not be responsible for any delay/loss or non-receipt of tenders by post /courier services.
8. **Purchase Agreement:** If an order is placed with the firm, the purchase shall be governed by an agreement as per the University rules in force at the time. Additional terms and conditions may be incorporated in the purchase order, if needed, to safe guard the interests of the University. The Tender is non-transferable.
9. **Power to reject the offer:** Jawaharlal Nehru University reserves the right to accept/reject any offer in full or in part or accept any offer other than the lowest offer. However, deficiencies on any one or, more of the following crucial criteria, eligibility and scope of work will be a factor, for consideration other than the Lowest Quotation: -
 - a. The bidder/ firm should be well established Professional Event Managers and must have organised /participated in minimum five (05) international events in reputed Govt. Institutions (documentary proof should be attached)
 - b. Availability of minimum 10 manpower in the firm
 - c. If the quality decided by the technical committee does not match to the samples submitted.
 - d. Any other techno-commercial information which is deemed fit to be important in the opinion of the University/ETD-2015.

II. Price Schedule

1. The bidder should include all relevant details including time required for delivery of CDs/Photographs, quality of paper to be used for printing of publications and photographs, type of equipments to be used for photography, video shoot etc

III. Rejection Criteria

1. Bids which are not substantially responsive to the Tender Document.
2. Bids not made in compliance with the procedure mentioned in this document or not substantively responsive.
3. Failure on part of the Bidder to provide appropriate information as required in the bid proposal or any additional information as requested by JNU, including any supporting document.
4. Incomplete or conditional bids or bids that do not fulfill all or any of the conditions as specified in this document.
5. Bids without earnest money deposit.
6. The submission of more than one bid under different names by one Bidder. If the same is found at any stage, all the bids by that bidder will be rejected.
7. Material inconsistencies in the information submitted.
8. Misrepresentations in the bid proposal or any supporting documentation.
9. Bid proposal received after the last date and time specified in this document.
10. Bids found in unsealed cover, unsigned bids, bids signed by unauthorized person and unsigned corrections in the bids.
11. Bids containing erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be authenticated by the person signing the bid.

IV. Conditions of Contract: -

1. The offer must be in English. The rates should be indicated both in figures and words against item specified. It is preferable that the price be quoted in Indian rupees and overwriting in quoted prices will be subject to cancellation of bid.
2. For the printing/publishing of conference proceeding and souvenir, the firm must agree for the free access of the published papers on the open access.
3. Payments terms: Normally 50% of the payment will be made in advance against the bank guarantee (obtained from Nationalized Bank of India). Balance 50% of the payment shall be made after satisfactory delivery of the material/work completion.
4. All the Bank charges within India /outside India shall be borne by the bidder/supplier.
5. JNU is exempted from the payment of custom/excise duty and therefore the quotee should quote accordingly. Exemption certificate will be provided. The bidders are required to quote FOB & CIF value separately duly mentioning the break-up details for freight & insurance. This condition should be strictly adhered to, failing which their offer will be summarily rejected.
6. The Earnest Money of all unsuccessful bidders will be returned as early as possible after the expiration of the period of the bid validity. No interest will be paid by JNU on the Earnest Money Deposit.
7. The vendor shall bear the expenses which may incur while unloading of items, deployment of unskilled/skilled labour during installation of all electronic/electrical/mechanical items.
8. The bidder shall be responsible for any loss, damage, breakage etc in transit site.
9. The bidder shall bear all expenses of packaging, forwarding, freight, insurance in connection with delivery, repairs and replacements during period.

10. In case of any dispute in respect of the tender, all legal matters shall be instituted within the jurisdiction of the place where the purchaser ordinarily resides.
11. For any clarification with respect to technical specifications, please contact to
Dr. (Ms.) Shiva Kanaujia Sukula
Deputy Librarian
Central Library,
Jawaharlal Nehru University
New Delhi
Mb. 09811889763/09457289763
Email:shivajrf@rediffmail.com

Annexure – 01

Central Library, Jawaharlal Nehru University (JNU), New Delhi – 110067

“PLEASE CAREFULLY GO THROUGH THIS DOCUMENT AND ENSURE COMPLIANCE. NON-COMPLIANCE OF ANY ONE OF THE CONDITIONS MAY MAKE YOUR OFFER INVALID”

TECHNICAL BID

“Please furnish the following information in this part, so as to enable the panel to decide the panel to decide about the qualification & the Technical Bid. Necessary documents/certificates from the appropriate authority must be attached in support of statements.

Tenderer’s reference No. _____ Date _____

1. Name & Address of the applicant:

2. Telephone No. _____ Fax _____
No. _____ e-mail _____

3. Details of Demand Draft:

	DD Number	Date of Issue	Issuing Bank
Earnest Money (EMD)			
Cost of Tender			

4. Performa for submitting the Technical Bid

i. Name of the Company -----

ii. Address of the Company -----

iii. Date of Inception of the Company (Please furnish the copies of the annual Report, Balance Sheet and Audited accounts and Income Tax clearance certificate for the last three years).

Check List: All the supporting documents as per the requirement of Tender Notice should be duly signed and stamped; otherwise the bidders are liable to disqualified.

1. Registration/Incorporation Certificate in support of Company.
2. EMD of Rs. 20,000/- for the tender submitted in form of DD.
3. Draft of Rs. 1000/- should be drawn in favor of The Finance Officer, JNU and payable at New Delhi towards the Tender fees. (both drafts should be made separately).
4. Covering Letter mentioning Name, Complete address and contact details of the prospective vendor.
5. Proprietary certificate if any should be enclosed.
6. Date of Inception of the Company (Please furnish the copies of the Balance Sheet and Audited accounts and Income Tax clearance certificate for the last three years, Sales Tax Certificates, PAN Number, Service Tax Certificate).
7. The bidder/agency should give an undertaking that it has not/never been black listed by any Government/Autonomous/PSU type organizations in a Rs. 10 non-judicial Stamp paper .
8. Number of similar works undertaken in the past five year or more with names of Institutions (brief description of each work is to be mentioned along with satisfactory execution certificate of the competent authority). The samples of the same may also be submitted for the Technical Evaluation.
9. Total Price and the Unit wise prices as per the Annexure- 02 is to be submitted in a separate sealed cover apart from Technical bids separately
10. Any other information the applicant desires to furnish.
11. Bidding document duly signed with office seal as a token of acceptance of our standard terms & conditions.

Note:

- 1 Additional sheets may be used for furnishing information as per need.
- 2 Before sending/submitting the application, the applicant should read carefully all the terms & conditions.

Name & Signature of the authorized signatory of the Company
(With seal)

Annexure – 02**Central Library, Jawaharlal Nehru University (JNU), New Delhi – 110067**

“PLEASE CAREFULLY GO THROUGH THIS DOCUMENT AND ENSURE COMPLIANCE. NON-COMPLIANCE OF ANY ONE OF THE CONDITIONS MAY MAKE YOUR OFFER INVALID”

FINANCIAL BID

Tenderer's reference No. _____ Date _____

1. Name & Address of the applicant: _____

2. Telephone No. /Fax No. /e-mail of applicant

Tel Ph. _____ Fax No. _____

E-mail _____

Performa for Financial Bid**Item rates for various equipment/services (Financial Bid)**

Rates should be quoted including transport, labor charge for materials, per transaction, per unit for services and per machine for equipment in the format given below:

A. Conference Venue requirements

S. No.	Conference Venue requirements	Provide unit rates for each item Per pc/ Day	Expected Minimum Quantity required (Number may vary)
1.	LCD Projector Luminas 3000	@Rs.	2 Nos.
2.	Plasma TV 40 inches	@Rs.	3 Nos.
3.	Plasma TV 46 inches (in front of DIAS)		1 Nos.
4.	LCD TV 40 inches	@Rs.	3 Nos.
5.	Masking screen 08 X 06 ft.	@Rs.	3 Nos.
6.	Folding Screen	@Rs.	3 Nos.
7.	V G A Switcher	@Rs.	

B. Sound System (optional)

S. No.	Sound System requirements	Provide unit rates for each item Per pc/ Day	Expected Minimum Quantity required (Number may vary)
1.	Sound System with 04 Speakers	@Rs.	2 Nos.
2.	Sound System with 02 Speakers	@Rs.	2 Nos.

C. Identity Cards/ Invitation Cards

S. No.	Identity Card requirements	Provide unit rates for each item	Expected Minimum Quantity required (Number may vary)
1.	Identity Cards (without photo) with flexible pouch and nylon string containing Serial No. and Name of the Delegate/ Organizer	@Rs.	500 Nos.
2.	Bilingual (Hindi & English) Invitation Cards with double side printing, serialized and logo printed envelopes Size 5.5'' X 8''	@Rs.	1000 nos.

D. Exhibition

S. No.	Exhibition requirements	Provide unit rates for each item	Expected Minimum Quantity required (Number may vary)
1.	Exhibition Stall 2 x 2 sq. m with 02 Chair 01 Table 01 Power Point V G A Switcher Fascia, etc. Flex name panels with company logo on each stall	Per Stall/ Day @Rs.	05 nos.

2.	Exhibition Stall 3 x 3 sq. m with V G A Switcher 02 Chair 01 Table 01 Power Point Fascia, etc. Flex name panels with company logo on each stall	Per Stall/ Day @Rs. .	05 nos.
3.	Registration Desk with 02 Chair 01 Table 01 Power Point Fascia Without Canopies Fascia With Canopies	Per Desk/ Day @Rs.	2 Nos.
4.	Pedestal Fan	Per pc/ Day @Rs.	10 nos.

E. Promotion Items

S. No.	Promotion requirements	Provide unit rates for each item Per Sq. Ft.	Expected Minimum Quantity required (Number may vary)
1.	Welcome Boards	@Rs.	5 nos.
2.	Customized Backdrop	@Rs.	3 nos.
3.	Backdrop	@Rs.	3 nos.
4.	Direction Board	@Rs.	5 nos.
5.	Podium Logo	@Rs.	3 nos.
6.	Program Board Display	@Rs.	3 nos.
7.	Vertical Pool banting on drive way etc.	@Rs.	2 nos.

F. Decoration Items

S. No.	Decoration requirements	Provide unit rates for each item Per Pcs. Per day	Expected Minimum Quantity required (Number may vary) Per hall/day
1.	Dais arrangement (water	@Rs.	3 Dias

	bottle, glass, glass costar dice plates & frill & cover on tables		
2.	Flower bouquets with minimum 5 seasonal flowers duly packed	@Rs.	50 Nos.
3.	Flower Decoration of the dice, hall and entrance in the conference centre	@Rs.	3 nos.
4.	Mementos for VVIPs/VIPs/ Speakers	@Rs.	100 nos.

G. Poster

S. No.	Poster requirements	Provide unit rates for each item for display of 20 poster papers (number may varies)
1.	Poster Information Boards for display of poster information	Per pcs/day @Rs.
2.	Poster Display Board Size 3 x 4ft =12 sqr.ft	Per pcs/day @Rs.
3.	Blue and cherry color velvet soft pin board both sides fixed on self- stand size 3x4ft.with lights	Per pcs/day @Rs.
4.	All Direction boards showing various activity Size: 2 x 6ft = 12 Sqft	Per pcs/day @Rs.

H. Seating Arrangement

S. No.	Seating requirements	Provide unit rates for each item	Expected Minimum Quantity required (Number may vary)
1.	Chairs in Open area and in lawn	Per pc/ Per Day @Rs.	100 Nos.
2.	Round Tables for Lunch and Dinner (with cloth cover)	Per pc/ Per Day @Rs.	10 Nos.
3.	Tent for outside venue	Per sq mtr./ Per Day @ Rs.	
4.	Spot lights (min 60 watt CFL)	Per pcs/ Per Day @ Rs.	

I. Photography/ Video Recording

S. No.	Photography requirements	Provide unit rates for each item	Expected Minimum Quantity required (Number may vary)
1.	Digital Photography of the entire event including the technical sessions with equipment, consumables and operational staff (Optional)	Per set/ Per Day @Rs.	3 Days
2.	Complete video recording of the proceedings concerning inaugural function, key note addresses, plenary sessions, and panel discussions, three parallel sessions and concluding session.(Optional)	Per set/ Per Day @Rs.	3 Days

J. Publications

S. No.	Publication requirements	Provide unit rates for each item Per copy	Expected Minimum Quantity required (Number may vary)
1.	Souvenir Printing / Brochure Printing with 4 color pages (500 Copies) as per the specification at page no. 1	@Rs.	500 nos.
2.	Conference Proceeding Printing and editing in Black and White in Soft Binding (200 Copies) as per specification at page no. 1	@Rs.	200 nos.
3.	CD's with CD writing and colored Logo and other details printing (500 CDs)	@ Rs.	500 nos.

K. Conference Bag/ Kit

S. No.	Conference Bag/ Kit requirements	Provide unit rates for each item	Expected Minimum Quantity required (Number may vary)
1.	<p>Conference Bags - Executive Laptop Backpack Bag with the specifications: Size 18inch vertical, 14 inch horizontal and 6 inch width • Manufactured using good quality material, padded shoulder straps (width 6cm, thickness 3mm) with an adjustable attachment of soft nylon (width 2.5cm), multiple pockets, good quality zip (No:08 y2k), one side pocket with zipper and one bottle carrier. • One of the compartments should be with arrangement for safe carrying of laptops. • The bag shall be neatly finished with straight and parallel rows of stitching, wherever required • Fabric: Dirt resistant, water proof, above nylon 1000 denier and coated with PVC • All the details like the type of material used, actual dimension, number of pockets, type of pockets etc. should be provided in the quotation, along with a sample bag.</p>	Per piece @Rs.	500 nos

L. Manpower (optional)

S. No.	Manpower requirements	Provide unit rates for each person	Expected Minimum Quantity required (Number may vary)
1.	Event Manager (Supervisor)	Per person/ per day @Rs.	1 nos.
2.	Public Relation (PR) with work experience in academics	Per person/ per day @Rs.	1 nos.
3.	Anchor (for inauguration)	Per person/ per hour @Rs.	1 Nos.
4.	Representatives (Boys and Girls)	Per person/ per day @Rs.	

M. Cultural Event (optional)

S. No.	Cultural Event requirements	Provide unit rates for each item	Expected Minimum Quantity required (Number may vary)
1.	Cultural Event of artist/instrumentalist/ percussionist/orchestra/ music party/playback singer of repute with full compliments of accompanying artists, instruments, instrumentalists, with fillers by dancers at the Conference venue. The entire sound & light arrangements at the stage, stage set up and proper sound arrangements for the venue would have to be made by the successful bidder at his own cost and arrangements. The bidder also has to make travel arrangements of artists at his own cost and expenses/arrangements including boarding, lodging and local transport, costumes if any.	@Rs.	On 5th November 2015 from 6 to 8 pm (Details of the programme should be provided)

N. Other Items

S. No.	Other Items	Expected Minimum Quantity required (Number may vary)	Provide unit rates for each item
1.	The firm may quote any other item rates/services which have not been listed		@Rs.

Details of Consolidated Fees, VAT/ TAXES and any other charges bifurcation may be given below:

S. No.	Details of charges	Amount per Unit (INR)	Total Charges (INR)
1.	Consolidated Fees		
2.	Service Tax		
3.	VAT Charges		
4.	Any Other (Please Mention if any)		
5.			
6.			

PLEASE ATTACH THE FOLLOWING DOCUMENTS:

- 1 Terms & conditions duly signed by the tender in all the pages of Tender document.
- 2 Any other literature or information the applicant desires to furnish.

Name & Signature of the authorized signatory of the Company
(With seal)